

**AIR NATIONAL GUARD
ACADEMIC YEAR 2016 (AY16)
AIR COMMAND AND STAFF COLLEGE (ACSC) ONLINE
MASTERS PROGRAM (OLMP) for
LIEUTENANT COLONELS**



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1. GENERAL INFORMATION:

The ACSC OLMP provides Air Force Lieutenant Colonels an educational opportunity to meet the needs of our service while also accommodating today's high operations tempo.

The ACSC OLMP offers qualified officers an opportunity to earn a master's degree from a regionally accredited institution. Once accepted into the program, students must enroll in their respective concentration –Joint Warfare. Successful completion of the concentration will earn the student an accredited master's degree. The program is a synchronous Distance Learning course with eight-week terms and is designed for students to complete the program within two years.

For additional course information, please visit the ACSC OLMP website at <http://www.au.af.mil/au/acsc/masters.aspx>

- 2. APPLICATION DEADLINE:** All application packages must be received by NGB/HRT by close of business **25 April 2016**. Packages received after this date will not be considered. Processing of application packages within a member's organization should adhere to any specific guidance established by the local organization (unit, wing, state, directorate, etc).

3. AUTHORITY:

<http://www.au.af.mil/au/acsc/masters.aspx>

4. ELIGIBILITY CRITERIA

- Hold the rank of Lieutenant Colonel
- Must NOT have a master's degree

5. APPLICATION PACKAGE REQUIREMENTS: Application packages must include the following items:

A. Application Worksheet - Complete all required fields.

B. vMPF Record Review/Update (All pages): It is incumbent upon each applicant to ensure their personnel information is correct. Please verify correct work and email addresses in vMPF. Submit the **entire** vMPF Record Review in your package. The Record Review/Update is available through vMPF via the Air Force portal.

Note: Do NOT include other endorsements and/or letters of recommendation as they will not be considered.

6. SUBMISSION PROCESS:

A. Applicant will upload their individual packages in one single PDF document in the order specified above (A-B). Submit through AMRDEC at <https://safe.amrdec.army.mil/safe/> .

B. In order for NGB/HRT to access the file, you must use the following email address in the "Recipient Information" section: usaf.jbanafw.ngb-hr.mbx.ANG-Force-Development@mail.mil. **Prior to submitting, verify you have entered the correct email** NGB/HRT only accepts packages submitted through AMRDEC to the email address above. **Please do not upload multiple packages together.**

C. The required naming structure for application submittal is:

"2016-516S - OLMP Last Name, First Name, Rank – State Abbreviation"

Example: 2016-516S - OLMP Doe, John, Lt Col - OH

D. Applicant will receive a confirmation from AMRDEC when the package is downloaded by NGB/HRT. This will serve as confirmation that the package has been received for processing. We recommend saving the confirmation email until selection announcement is released.

E. Incomplete packages or packages not received as a single PDF file will be returned to the applicant and must be resubmitted by the application deadline.

F. Applications submitted on the close out date will be reviewed for qualification or disqualification only.

7. SELECTION/ANNOUNCEMENT PROCESS:

- A. If the number of applications exceeds allocations, a selection panel may be convened at the discretion of NGB/HR.
- B. Selectees will initially be notified through their leadership chain, followed by individual communication from Air University.
- C. Once notified, selectees must register for the specified term that will be released on the selection announcement.

8. ADDITIONAL INFORMATION:

- A. We encourage supervisors and commanders at all levels to review their officer force and target qualified members for ACSC OLMP enrollment.
- B. The point of contact for this announcement is MSgt Denise Wagenman, DSN 612-8675, commercial 240-612-8675, usaf.jbanafw.ngb-hr.mbx.ANG-Force-Development@mail.mil.